

CBS Manager Meeting Minutes

Date: 08/18/05

Time: 11:00

Place: NIST

Attendees:

Gordon Alston (OFM)
Myrian Myer
Bill Starr
Karen McBride
Laureen Daley
Lillian Yeh
Teresa Coppelino (NIST)
Wende Wiles
Scott Montgomery
Ted Wolfgang (NOAA)
Candi Myers
Marti Iacono
Pat O'Conner
Rufus Washington
Marti Yacin
Jim Aikman (Census)
Gary Gilbertson
Avis Merkl
Sandi Walters (EDA)

Key issues or topics addressed:

Financial Management Conference: There will be around 200 attendees at this year's conference. Joan Simms needs electronic copies of the presentations and presenters should bring their own laptops if possible.

Finance Business Case: The Finance team had been identified and will start work on best practices implementation in September. The team also will verify the cost of Web invoicing and look at other agency efforts. The IT team is working on a IV&V Statement of Objectives to validate server consolidation implementation costs and will develop an impact analysis document of consolidating CSC and NIST servers. The CSC and NIST will consolidate first in FY 2006.

Web Migration Business Case: Donna Snyder of Avysion presented the results of the IV&V for the web migration business case. The IV&V supports the approach recommended in the business case, which is to convert forms and reports to the latest version of Oracle. Their review of CFS code verified that CBS is sustainable through 2012 but they identified some impediments to upgrading the software. I have attached the electronic version of the executive report for specific findings and recommendations. A copy of the comprehensive report can be obtained from Lillian Yeh of the CSC (301-258-4505 x202)

CBS Manager Meeting Minutes

E-Travel: The CSC and DOC are ready to issues task orders to EDS and SystaLex for building the interface between CBS and the e-Travel system. All contracting actions are on hold until EDS submits an approved corrective action plan to GSA.

CSTARS: NOAA is in the middle of testing and is able to get documents through to disbursement. NIST has completed testing. Census is not able to pass obligations with the CCR vendor. A new CCR delivery is coming out 8/19 to address several issues.

Central Contractor Registry (CCR): Vendor history is keeping duplicates. We are evaluating the need to fix this before going into production. CCR disbursement and reports DLD has been sent to the bureaus for comments.

Project Priorities: Teresa discussed priority 3 rankings and also reviewed priority 1 & 2 rankings. There were a few instances where on bureau thought a priority 3 project was more important than a priority 1 or 2 project.

Mass Reclass: The last JAD session was held on August 11th and a draft DLD will be out soon. Some code has been delivered and will be released for testing soon.

Trial Phase II: The CSC is getting sign-off on the functional requirements and we also are obtaining estimates for doing the project.

CRS: The bureaus need to do a review of filtered data to verify the numbers are correct.

CSC Test Tool: The CSC executed the automated test tool this week. The CSC has written 16 accounts payable test scripts that incorporate all bureau requirements. 5 of the 16 scripts are working and 3 more will be working this week.

Cost Allocation: All bureaus are done with their walk-throughs. The next step is to present transaction codes.

Funds Control: The Office of Human Resources Management will add ACCS edits. There was discussion of the need to standardize the use of ACCS fields.

Bureau Activities:

Census – The CSC and Census need to establish a new MOU for FY 2006 for Bank Card Support.

Action Items

1. Bill Starr – Will send out an electronic version of the Web Migration Business Case Executive Summary

CBS Manager Meeting Minutes

Dates of Next CBS Manager Meetings will be:

September 8th – EDA
October 13th – Census
November 10th – NOAA
December 9th – CSC